



# CURRENT CODES & GENERAL INFORMATION

City of Hayward Development Services Department

September 2014 Update

## ADOPTED CODES ENFORCED IN HAYWARD

All of the California codes are now published for free online at: [www.bsc.ca.gov/codes.aspx](http://www.bsc.ca.gov/codes.aspx)

For information on how to use the California Energy Code, you can find information here:

[www.energy.ca.gov/title24/2013standards/](http://www.energy.ca.gov/title24/2013standards/)

The following codes are mandatory throughout California and are adopted and enforced in Hayward:

**2013 California Building Code (Volumes 1 and 2)**

**2013 California Residential Code**

**2013 California Electrical Code**

**2013 California Plumbing Code**

**2013 California Mechanical Code**

**2013 California Energy Code**

**2013 California Green Building Standards Code "CalGreen"**

*(no CalGreen tiers are adopted locally)*

## LOCAL CODES and ORDINANCES

**Hayward no longer has a Green Building Ordinance.** This is now covered by the new Energy Code and CalGreen, which are mandatory statewide. Hayward has some minor amendments to the Mechanical Code and the Electrical Code that are unique to our jurisdiction. The most significant local code amendment is to the Plumbing Code.

- **Plastic Pipe is Not Allowed in Hayward** (ABS, PVC, PEX and similar materials are prohibited). **This includes drain, waste and vent piping. This requirement applies to residential and commercial projects.**

If you need more detailed information (recommend only for professional non-residential contractors, architects and engineers) you can view the specifics of the local Plumbing, Mechanical, and Electrical ordinances at the City Clerk's portion of Hayward's website. See the tab for "Building, Fire, Electrical, Mechanical, Plumbing Codes for the City of Hayward".

### **LOCAL DESIGN CRITERIA FOR ARCHITECTS and ENGINEERS**

CLIMATE ZONE: **3**

ANNUAL RAINFALL: **1.5 inches / hour**

SEISMIC DESIGN CATEGORY: **D, E, or F per ASCE 7-10, 11.6**

WIND: **85 mph 3 second gusts Exposure per ASCE 7-10, C26**

SNOW LOAD: **None**

## **OVER THE COUNTER PERMITS**

Most of the permits that we issue are over the counter. To get a permit over the counter, the following criteria must be met:

- **Permits will only be issued to a homeowner that lives in their home or to an appropriately licensed contractor with a City of Hayward Business License.**
- **Permits will always be issued over the counter for the following standard projects that do not require plans:** Re-roofing, water heaters, basic window replacements, stucco /siding, minor non-structural repairs, emergency repairs, minor gas piping work, minor electrical work, basic non-structural bathroom and kitchen remodels that do not change the layout of the dwelling, and similar work.
- **Permits may be issued over the counter for some projects that require plans if the scope is limited and all of the code requirements are clearly shown on an accurate drawing. Examples include:** Non-structural kitchen and bathroom remodels that change the floor plan, minor alterations to rooms such as adding closets or relocating non-bearing walls (or similar work), small accessory structures and most sign installations. Plans will need to be screened by the Permit Technician to determine if the project can be approved at the counter.

### **Residential Solar Photovoltaic Permits**

We have a special process for Residential solar permits. Every Tuesday from 9:00 am to Noon, walk-ins are welcome for an OTC review. There may be corrections required, but there is a chance to obtain the permit the same day. If the OTC review is not possible, we offer a 5 business day turnaround for residential Solar PV permits.

**COMMERCIAL SOLAR: *All commercial solar PV systems must be designed by engineers (electrical and structural) and taken in for review a 15 business day review.***

- **NOTE:** Depending on the current workload and staffing, additional OTC reviews may be possible if the applicant makes an appointment with a Plan Checker or Senior Inspector. These reviews may be technical consultations or actual plan approvals depending on the scope of work. Before proceeding, a discussion over the phone with a Plan Checker will be critical to determine if this can be done.

## PLAN CHECK PROCESS

The City of Hayward has a concurrent plan check process. Even if your project must be reviewed by multiple groups such as Fire, Planning, Building and Public Works, all you need to do is submit to the Permit Center and we will handle the distribution of the plans and collection of comments. We all work on a unified review timeline. **Please Note: The success of your plan review depends on the quality of your drawings.**

- **A registered design professional must prepare the drawings for commercial buildings, tenant improvements and multi-family residential buildings (3 or more units).**
- **An unlicensed designer may prepare plans for single-family dwellings and duplexes consisting of conventional framing. An engineer must design the portion of any building that does not comply with conventional framing (basic wood frame construction).**

| <b>PROJECT TYPE</b>  | <b>FIRST SUBMITTAL</b>   | <b>RE-SUBMITTAL</b>     |
|--|--|-------------------------|
| <b>RESIDENTIAL SOLAR PV</b> (or OTC on Tuesday Morning)  | <b>5 business days</b><br>Provide 3 sets of plans  | <b>5 business days</b>  |
| <b>RESIDENTIAL ADDITIONS, MAJOR REMODELS AND STRUCTURAL CHANGES</b>  | <b>15 business days</b><br>Provide 4 sets of plans   | <b>10 business days</b> |
| <b>SMALL TO MID-SIDE TENNANT IMPROVEMENTS</b> (typically projects under \$1.5 million valuation), <b>RACK INSTALLATIONS, COMMERCIAL SOLAR and similar projects</b> | <b>15 business days</b><br>Provide 6 sets of plans*  | <b>10 business days</b> |
| <b>ALL NEW BUILDINGS and MAJOR COMMERCIAL TENANT IMPROVEMENTS</b>  | <b>25 business days</b><br>Provide 6 sets of plans for SFR and 8 sets for MFR and Non-Res. Projects* | <b>10 business days</b> |

\*You should confirm the exact number of sets with a Permit Technician before you submit. Depending on the scope of work, more or fewer sets may be required.

### **EXPEDITED PLAN CHECK**

For projects that don't involve Fire, Planning or Public Works review, the Building Division can offer expedited plan check for 1.5 times the normal plan check fee. There are a very limited number of projects that this can apply to, but you can check with a Permit Technician to see if this works for your project. The best use for this is usually revisions to projects under construction.

## **INSPECTION PROCESS**

**Building inspections must be scheduled before 4:00 pm the day before you wish to have the inspector visit your site.**

- **Inspection Times:** At the time of pulling your permit, we will give you the direct phone number for the inspector assigned to your project. On the day of your inspection, you can call in the morning between 7:30 and 8:30 to determine roughly when your inspector will arrive on site. The inspector may give you a window of a couple of hours, but we will make the best effort possible to give you an estimate based on the workload for that day.
- **COMBO INSPECTIONS:** All residential inspections are done by a single inspector assigned to your area. This means that one inspector will cover, plumbing, mechanical, electrical and structural approvals.
- **SPECIALIST INSPECTIONS:** For most commercial projects you will be assigned a separate Senior Inspector that is a specialist in the following disciplines:
  1. Structural and Disabled Access
  2. Electrical
  3. Plumbing and Mechanical

The advantage to this system is that you will have the benefit of a specialist on site with the ability to solve problems in the field and avoid delays caused by too many formal revisions. This also provides a higher level of quality control and life safety compliance by having in-depth knowledge on site. We do not charge extra for this service.